



VOLUNTEER HANDBOOK

Welcome

Welcome to the Packard Proving Grounds Volunteer Handbook. This handbook is designed to provide volunteers with the necessary information to ensure a safe and enjoyable experience while volunteering with us. We appreciate your time and effort and are committed to providing you with a positive and fulfilling volunteer experience. Please read this handbook thoroughly and let us know if you have any questions or concerns.

Mission and Values

The Packard Proving Grounds is dedicated to preserving and promoting the history of the Packard Motor Car Company and the automotive industry. Our values include preservation, education, community, and collaboration.

Staff

Executive Director: Mary Anne Demo

Office Manager: Pamela Crandall

Volunteer Manager: Marci Fitch

Accountant/Marketing: Lori Litz

Venue Logistic Coordinator: Christina Dolby-Criger

Event Coordinators: Liz Brazeal, Ethan Jackson, Risha Lewis, Lori Litz, Jennifer Reynolds, and Tina Volrich

Volunteer Profile Application

Volunteers must complete a Volunteer Profile Application on our website and electronically sign our Volunteer Liability Waiver and Conflict of Interest form located here: [website volunteer page](#).

Volunteer Expectations

As a volunteer, we expect you to adhere to the following expectations:

1. Arrive on time and ready to work
2. Sign in and out to accurately record your hours
3. Follow all safety instructions provided by your team leader or supervisor
4. Dress appropriately for the weather and the tasks you will be performing
5. Respect the property and the artifacts we are working to preserve
6. Treat our clients with the utmost professionalism, engaging in positive communication, and always demonstrating respect for their needs and concerns
7. Communicate any issues or concerns with your team leader or supervisor

Service Project Opportunities vs. Registered Event Opportunities

There are 2 types of events to volunteer for as described below.

1. **Registered Event Volunteer Opportunities:** Registered Event Volunteer Opportunities are posted online on our [website volunteer page](#). These opportunities have a scheduled date and start/end time. Volunteers register on-line for these events. Such opportunities include Weddings, Special Events, Docent, Farmer's Market, Blood Drive, Car Shows, Open House, etc.
2. **Service Project Volunteer Opportunities:** *Service Project* Volunteer Opportunities are not posted on-line on our website. These opportunities do not have a scheduled date or start/end time. These opportunities are for volunteers who do work either on-site or off on their own time with no pre-determined schedule. Such opportunities include: Auto Maintenance, Grounds Maintenance, Landscaping, Gardening, Foundation Management, Building Maintenance, General Housekeeping, Vault Photo Digitizing, Accessions, etc.

Volunteer Roles

We offer a wide array of diverse volunteer roles that can suit your interests and skills. We have listed numerous opportunities on our website, allowing for easy online registration. However, if you don't find a specific opportunity that you are interested in, please reach out to marci@packardprovinggrounds.org and we can provide you with further details and help you explore additional volunteering options. Following is a list of our volunteer roles.

Wedding Event Assistants	Grounds Maintenance	Building Maintenance	Docent	Social Media
Special Event Assistants	Landscaping	Carpentry	Fundraising	Drivers
Car Shows	Farmers Market	Auto Maintenance	Venue Logistics	Housekeeping
Gift Shop Attendants	IT & Tech Support	Electrical	Vault Photo Digitizing	Photography

Safety

Safety is our top priority at the Packard Proving Grounds. We require all volunteers to follow safety guidelines provided by their team leader or supervisor. If you have any concerns about safety, please notify your team leader or supervisor immediately.

Dress Code

We have several events which require different dress codes. Follow any specific dress code guidelines provided by your supervisor or in your volunteer confirmation.

Orientation and Training

At the Packard Proving Grounds, we understand the importance of providing proper training and shadowing opportunities for our new volunteers. We believe that a thorough training program is essential to ensure a safe and productive volunteer experience. New volunteers will receive an orientation that covers safety guidelines, volunteer expectations, and their roles and responsibilities. Additionally, volunteers will have the opportunity to shadow experienced volunteers or staff members to learn more about the tasks they will be performing. We encourage new volunteers to ask questions and seek guidance throughout their training and shadowing experiences. Our goal is to provide our volunteers with the necessary tools and knowledge to perform their tasks effectively and efficiently.

Property and Artifact Preservation

As a volunteer, you may be working with artifacts and equipment that are part of the Packard Proving Grounds' historic collection. We ask that you respect the property and the artifacts we are working to preserve. Please do not touch any artifacts or equipment without permission, and refrain from any behavior that may damage the property or the environment.

Recording Volunteer Hours and Round Trip Miles

Accurately reporting volunteer hours and round trip miles is essential to help our organization track volunteer engagement, recognize volunteers for their contributions, and fulfill any reporting requirements for grants or other funding sources. There are several ways volunteers can record time depending on the type of event you are volunteering for as listed below:

1. **Kiosk:** We have 2 volunteer Kiosks located in the Library and Carriage Garage.
Training Video: [CLICK HERE](#)
2. **Smart Phone:** You can sign in and out using your smartphone.
Training Video: [CLICK HERE](#)

Volunteer Recognition

We appreciate your time and effort as a volunteer at the Packard Proving Grounds. As a small token of our appreciation, we host a Volunteer Appreciation Event each year and we may recognize volunteers who have made significant contributions to the organization.

Code of Ethics

The PMCF Code of Ethics is built on a foundation of honesty, openness, respect and commonly accepted and shared honorable values. All volunteers are expected to strive towards these expectations:

- **Commitment to the public good.**
- **Honesty and integrity in all of our actions and transactions.**
- **Accountability to the public.**
- **Respect for pluralism and diversity.**
- **Acceptance and respect for the worth and dignity of individuals.**
- **Commitment beyond the law.**
- **Transparency in all actions and transactions.**
- **Excellence in all actions and programs to maintain the public's trust**
- **Responsible stewardship of resources given to or paid for.**

An integral part of the foundation's Code of Ethics is that no person associated with the PMCF partakes in any action or transaction that can construe, in any way, any type of conflict of interest or unlawful or questionable act, either actual or perceived.

Responsibilities and Actions

- No volunteer shall take any political stand while representing the PMCF.
- No volunteer who has access to sensitive or confidential material as part of their job or responsibilities shall share such information outside the necessary course of their duties, unless they have prior written approval from the President. It is the responsibility of each person with such access to consider whether anything they may consider sharing with others is confidential and to contact the President for permission prior to any sharing. Failure to do so will be handled on a case by case basis.
- No volunteer shall enter into any contract or agreement, either verbally or in writing, where they shall benefit either financially, with in-kind services or preferential treatment of any kind, either directly or indirectly, without prior written approval from the Executive director.

Conclusion

We hope this volunteer handbook has provided you with the necessary information to ensure a safe and enjoyable volunteer experience at the Packard Proving Grounds. If you have any questions or concerns, please do not hesitate to contact your team leader or supervisor. Thank you for your commitment to preserving and promoting the history of the Packard Motor Car Company and the automotive industry.